

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE BOARD MEETING:
AUGUST 22, 2019**

A. Call To Order:

President Fanselow called the meeting to order at 7:06 p.m.

B. Pledge of Allegiance

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka,
Daniel Sliwicki, Jennifer Yarnell

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Tina J. Setzer, Library Director,
Laura Williams, Assistant Director

A quorum was present.

D. Approval of Minutes from Previous Meeting

1. Minutes from Regular Meeting of July 25, 2019

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the minutes from July 25, 2019. Motion carried unanimously.

2. Minutes from Executive Session Meeting of July 25, 2019

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to approve the minutes from the Executive Session from July 25, 2019. Motion carried unanimously.

E. Guest and Public Commentary

1. Architect Frank Heitzman Project Presentation

Frank Heitzman

Alexandra Heitzman

Rosa Jos

Architect Frank Heitzman and Alexandra Heitzman presented the project plans to the Library Board of Trustees for review for the Computer Lab and Children's World renovation project.

F. Financial Report

1. Treasurer's Report August 2019

A MOTION was made by Earl Gilpin and seconded by Jennifer Yarnell to approve the Treasurer's Report for August 2019 for checks #29991 through #30020 totaling \$55,972.17 from the General Revenue Fund.

Director Setzer stated the library has completed the payment process for the bonds.

G. Librarians Report

1. July 2019 Report

A MOTION was made by Jennifer Yarnell and seconded by Diana Caffero to approve the July 2019 Librarians Report. Motion carried unanimously.

H. Committee Reports

1. Budget and Finance (Morioka, Caffero)
2. Planning and Policy (Caffero, Sliwicki)
3. Communications (Gilpin, Yarnell)
4. Wish List (Gilpin, Morioka)
5. Building And Renovation (Yarnell, Morioka)

I. Old Business

1. Schiller Park Annual Classic Auto Show and Family Fun Day
The Library and Recreation Department will conduct a mining activity at the Classic Car Show and Family Fun Day on Sunday, September 8 from 12:00 p.m. - 4:00 p.m. Library Trustees volunteered for the event.
Village Clerk Rosa Jos stated Marjorie Manchen from the village is looking for volunteers to assist with the Dance Party on Friday, September 6 from 6:00 p.m. - 10:00 p.m.
2. Building Report Update
A report regarding the addition of a second floor to the library building was distributed.

J. Executive Session

1. To Conduct Review of Closed Session Minutes
2. To select a person to fill a vacancy in a public office
A MOTION was made by Diane Morioka and seconded by Earl Gilpin to enter into Executive Session at 8:30 p.m. Motion carried unanimously.

Return from Executive Session at 8:37 p.m.

Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka,
Daniel Sliwicki, Jennifer Yarnell

Also Present: Terri Sheridan, Village Trustee-Library Liaison, Tina J. Setzer, Library Director,
Laura Williams, Assistant Director

A quorum was present.

K. New Business

1. Action of Review of Closed Session Minutes
A MOTION was made by Diane Morioka and seconded by Earl Gilpin to keep the minutes of the Executive Session of the Schiller Park Public Library Board from January 2019 - June 2019 remained closed to the public. Motion carried unanimously.
2. Appointment of Library Trustee
A MOTION was made by Jennifer Yarnell and seconded by Earl Gilpin to appoint Karen Lima as Library Trustee. Motion carried unanimously.
3. 2020 Holidays
A MOTION was made by Earl Gilpin and seconded by Diana Caffero to approve the 2020 Library Holidays. Motion carried unanimously.
4. 2020 Board Meetings
A MOTION was made by Diana Caffero and seconded by Earl Gilpin to approve the 2020 Library Board Meetings. Motion carried unanimously.

5. Disposal List for August 22, 2019

A MOTION was made by Diana Caffero and seconded by Jennifer Yarnell to approve the August 22, 2019 Disposal List. Motion carried unanimously.

L. Communications

1. Village of Schiller Park Recreation Department Thank You Letter

Thank you to Recreation Director John Bealer and staff for the use of the Anna Montana Waterpark & Memorial Pool for the Universe of Stories Summer Reading Program Celebration. Thank you to Village Trustee Terri Sheridan for volunteering for the event.

2. Irving Park Condo Association Meeting Room Application

A MOTION was made by Earl Gilpin and seconded by Diane Morioka to approve the use of the Meeting Room by the Irving Park Condo Association. Motion carried unanimously.

M. Trustee Comments - Non Agenda Items

President Fanselow presented Director Setzer with an American Flag on behalf of WoodmenLife. Village Clerk Jos suggested the Library Meeting Room Policy reflect the Schiller Park Community Center Meeting Policy. Director Setzer stated the library currently has an approved Meeting Room policy. Village Clerk Jos will send the current Community Center Policy to Director Setzer.

N. Adjournment

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to adjourn the meeting at 9:04 p.m. Motion carried unanimously.

The next Board Meeting will be September 26, 2019 at 7:00 p.m.

Respectfully submitted,

Jennifer Yarnell
Secretary

**SCHILLER PARK PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE SPECIAL BOARD MEETING:
AUGUST 29, 2019**

A. Call To Order:

President Fanselow called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

C. Roll Call:

Present: Diana Caffero, Audrey Fanselow, Earl Gilpin, Diane Morioka,
Daniel Sliwicki

Also Present: Tina J. Setzer, Library Director, Laura Williams, Assistant Director

Absent: Jennifer Yarnell, Terri Sheridan, Village Trustee-Library Liaison

A quorum was present.

President Fanselow appointed Assistant Director Williams as Acting Secretary.

D. Discussion of the Children's World and Computer Lab Renovation Project 2019

1. Motion to approve the Project Plan presented by Heitzman Architects

Director Setzer stated the following will also be included in the project plan presented by Heitzman Architects as discussed with the Library Board of Trustees: Computer Lab – shades, mounted projector, service desk. Children's World – color end panels, exterior door entrance, Adult Room service desk. Activity walls and discovery tables may change upon review by Information Services Director Elgin and Programs Director Lukis.

Trustee Caffero questioned the custom items included in the plan being built to code. Heitzman Architects previously assured there are standards the builders follow.

A MOTION was made by Diana Caffero and seconded by Diane Morioka to approve the project plan presented by Heitzman Architects. Motion carried unanimously.

E. Guest and Public Commentary

Karen Lima

President Fanselow thanked Maintenance staff Domingo Santana for the re-installation of the Little Library at Kennedy School.

F. Adjournment

A MOTION was made by Diane Morioka and seconded by Earl Gilpin to adjourn the meeting at 7:32 p.m. Motion carried unanimously.

The next Board Meeting will be September 26, 2019 at 7:00 p.m.

Respectfully submitted,

Laura Williams
Acting Secretary